

# GONZAGA UNIVERSITY

## 2012 Tuition Waiver Request

Please complete the top portion of this form and forward to the Human Resources Office, AD Box #80, before the deadline for each semester. **A SEPARATE FORM IS REQUIRED FOR EACH SEMESTER\ SESSION.**

Employee/Faculty Member: \_\_\_\_\_ ID# \_\_\_\_\_

Hire date (month/year): \_\_\_\_\_ Employment Status  F/T  P/T (not eligible for dependent waiver)

Home Address (complete billing address): \_\_\_\_\_

Name of Student: \_\_\_\_\_ Student's ID#: \_\_\_\_\_

Student is:  Self  Spouse  Child\* (Birth date): \_\_\_\_\_

\* **Is Child IRS dependent for the tax year that he/she is receiving this benefit?**  YES  NO (taxable)

**Please check the appropriate box in each column below:**

Employee's Classification	Level of Course work:	Semester	Student's Admit Status:
<input type="checkbox"/> Regular/Visiting Faculty	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Spring 2012	<input type="checkbox"/> Matriculated
<input type="checkbox"/> Admin. or Prof.	<input type="checkbox"/> Graduate ( <i>taxable*</i> )	<input type="checkbox"/> Summer I 2012	<input type="checkbox"/> Non-matriculated
<input type="checkbox"/> Staff	<input type="checkbox"/> Doctoral ( <i>taxable*</i> )	<input type="checkbox"/> Summer II 2012	
<input type="checkbox"/> ROTC	<input type="checkbox"/> Law ( <i>taxable*</i> )	<input type="checkbox"/> Full Summer 2012	
<input type="checkbox"/> Retiree		<input type="checkbox"/> Fall 2012	

Please indicate location of courses:

**Gonzaga Campus**     **Gonzaga in Florence**     **Study Abroad (where):** \_\_\_\_\_

\* **Benefit for employee is taxable when value is greater than \$5,250 per year and fully taxable for spouse waivers.**

I certify that my request is in compliance with the Tuition Waiver Policy, and I have provided accurate information regarding my child's IRS dependency status (if applicable).

\_\_\_\_\_  
Employee/Faculty Member's Signature \_\_\_\_\_  
Date

Administrative, Professional, and Staff members must have supervisory approval to attend class during regularly scheduled working hours.

\_\_\_\_\_  
Supervisor's Signature \_\_\_\_\_  
Date

*Note: As noted in the tuition waiver policy and included on the reverse side, the waiver is applied to tuition charges only. All related fees (Student Activity fee, course fees, labs, etc) and book charges are the responsibility of the student.*

### Human Resources Office Use Only

% of waiver \_\_\_\_\_ Exclusion:  Graduate  Doctoral  Law  None

TAXABLE     TAXABLE (if over \$5250 per year)     NON-TAXABLE

\_\_\_\_\_  
Approval \_\_\_\_\_  
Date

## TUITION WAIVER SUMMARY

### ELIGIBILITY

**Employees:** Regular employees (Faculty, Administrative, Professional, Staff) are eligible to receive tuition waivers effective the semester following their hire date, as follows:

- Full-time employees are eligible for 100% tuition waiver. Part-time employees (non-faculty - 20-31 hrs/wk; regular faculty - 50% to 74% contract) are eligible for 50% tuition waiver.
- Tuition waiver is available for undergraduate; graduate; and doctoral courses (space available basis). Tuition waiver is not available for Law School courses.
- Staff, professional, and administrative employees are limited to one course during regularly scheduled working hours per semester. Regular working hours include lunch and break periods. Employees are expected to work their full regular scheduled hours per week in addition to class attendance. Supervisory approval is required for enrollment. Supervisors consider the needs of the department when determining whether to permit an employee to enroll in a course during working hours.

**Spouse and Dependent Children:** Legal spouses and dependent children of full-time employees are eligible for tuition waivers based on the employees' completed years of service, before the beginning of the semester, as follows: 0 to 1 year - 0%, 1 to 3 years - 50%, 3 to 5 years - 75%, 5 or more years - 100%.

- Spouse tuition waivers are for one Gonzaga University degree, either undergraduate or graduate courses (excluding doctoral and law).
- Dependent children tuition waivers are for undergraduate courses only.
- Dependent children are defined as natural born, adopted, or step-children under the age of 26. Children must be financially dependent upon the employee and meet the definition of dependent outlined by the Internal Revenue Service. The University reserves the right to require proof of dependency.
- Tuition waiver is limited to one non-matriculated course per semester.

**ROTC Personnel:** ROTC personnel may participate in the University's Tuition Waiver Program on the same basis as University employees. However, all available federal tuition assistance should be used to reduce the amount of such waivers. Special guidelines exist for ROTC personnel; each case should be referred to the Benefits Manager in Human Resources.

*(Employees hired before 1996 have special eligibility benefits. See Policy for details.)*

### MISC. INFORMATION

**Fees:** This policy is applied to tuition only; all related fees (Student Activity Fees, course fees, labs, etc.) and book charges are the responsibility of the student.

**Eligible Courses:** Eligible courses or programs are normal "units of Gonzaga." Certain Study Abroad programs may not be included.

**Taxable Waivers:** All undergraduate waivers are non-taxable.\* Graduate waivers for employees are only taxable if the value is greater than \$5,250 per calendar year. Graduate waivers for spouses are taxable in full. The value of taxable waivers is included in an employees' gross income and the applicable taxes are withheld during the semester that the waiver is incurred. **Average tax amount is equal to approximately 25% of the value of the tuition waiver.**

**Academic Standards/Satisfactory Completion:** Employees, their spouse and dependent child must meet and maintain the same academic standards of other students to be eligible for waiver. Employees are responsible for reimbursing Gonzaga the cost of any course that the student receives and "F" or "V".

***This represents a summary of the Tuition Waiver Policy and does not address all aspects of the Policy. In the event of any discrepancy, the terms of the policy apply.***